

# SERC MEETING

July 12, 1999

11:00 a.m.

John Pack began the meeting at 11:05 a.m. for those in attendance please see attached roster.

The minutes of May 3, 1999 were reviewed. Mr. Pack asked for corrections, deletions or additions. Rick Atkinson moved to approve, Joe Wyatt seconded. Motion approved.

Mr. Pack introduced the new Hazmat Coordinator - Dave Wheatcraft and said the 2000 HMEP grant has been awarded to the WVSERC for \$59,200 up from \$43,000.

HMEP Grants - Mr. Pack said the SERC needs to make a motion to allow him as chairman, to apply for the grant and to provide matching funds for the 2000 HMEP Grant. Rick Atkinson moved to allow John Pack to apply for and provide state matching funds for the 2000 US DOT HMEP Grant. Denny McGann seconded the motion. Motion approved. The grant committee ( Denny McGann, Dan McKinney and John Pack) met in Keyser, WV to review applications submitted by LEPC's for the 2000 HMEP Grants. Two applications were received after the deadline of June 15,1999, Marshall/Wetzel and Berkeley counties, the review committee felt since the grant from DOT is larger than expected the two late counties should also be considered for grants. The award letters will inform LEPC's of the additional funding and LEPC's may send in revised applications if their project(s) require additional funding. The committee reviewed all applications provided and requested the SERC to temporarily suspend the cap per LEPC during this grant period. Rick Atkinson reviewed the general reason for funding caps for LEPC's and said he had no difficulty temporarily suspending caps for this grant period. Rick Atkinson made a motion to temporarily suspend the cap on grant requests for the 2000 HMEP Grant. Denny McGann seconded. Motioned passed. All grant applications will be approved with minor corrections except Mason County. The review committee felt the project was an admirable one but DOT has strict funding guidelines and Mason county's application does not meet DOT criteria. Mason county will be encouraged to review their application and provide revised documentation so they can meet US DOT funding guidelines. There was continued discussion on Mason County's application and the SERC's desire to encourage Mason county to revise their application so it can be approved. It was noted that several counties who normally apply for grants did not do so this grant period: Cabell/Wayne, Lewis/Upshur, Mineral and Wood. There was discussion concerning the grant amounts; if enough LEPC's do no request additional funds, the SERC will allow additional LEPC's to apply for a second round of grant requests. Rudy Raynes made a motion allowing the SERC to conduct a second round of grant applications if previously approved LEPC's do not utilize available funding. Rick Atkinson seconded. Motion passed. Mr. Pack said he and Dave Wheatcraft will persist in working with LEPC's and the quality of their minutes.

The quality of grant applications have improved and we will continue to look at ways of reducing application paperwork. Tom Burns asked Mr. Peter Lydens of the Cabell/Wayne LEPC why they did not send in an application? Mr. Lydens indicated the LEPC membership was asked several times about ideas for a grant, the membership did not respond to inquiries so a grant application was not submitted to the SERC.

Mr. Pack said a letter has been received from Mason County concerning additional funding for the 1999 HMEP Grant. It was felt the SERC should table that request temporarily until it could be determined if any LEPC will not be using their 1999 grant funds.. Denny McGann made a motion to table the request, Rick Atkinson seconded. Motion passed. Denny McGann began a discussion on products received by the SERC, Mr. McGann said some of the products received were professionally done while others looked as if high school students had done them. Mr. McGann said we need to devise a way of ensuring the money spent on products or projects are done so in a fiscally responsible manner. This year 3 counties are using the same contractor for their projects. He feels as a commission we need to look at products and determine a list of preferred or recommended vendors. We need to have a way to discourage LEPC's from using vendors who do not provide first-rate service for the funding they receive. Rick Atkinson asked about documentation and liability to US DOT; if a product is received that is inferior will the SERC be liable for return funds to US DOT? Mr. Atkinson said we need to continue to encourage LEPC's to submit by-laws and make plans to utilize their grants. He also wanted to know how we will penalize a county for inferior products they submit to the SERC. Mr. Pack said LEPC's who submitted grant applications the previous year and presented inferior products were penalized. There was some discussion on who will decide if a product is inferior and if documentation on the quality of the product should be kept on file for upcoming audits. Mr. Pack said this will be the first opportunity to review a contractor who will provide three projects this year, last year they did a professional job on a project sent in by Wood County LEPC. There was continued discussion on quality of projects and the capability of the SERC to track progress of projects.

SERC Grants - Counties had until 1 July to apply for the initial 25% of their 1998 grant. One county, Randolph is pending until their by-laws are approved. All other counties who did not apply for their initial grant by 1 July, 1999 will not be able to apply for grant funds until 1 January 2000.

Old Business - Rudy Raynes said Walt Smittle (Fire Marshal) feels the FEMA publication is worthwhile and should be purchased. Mr. Smittle said one should go into every fire department and 911 center throughout the state. Mr. Pack is still interested but suggested waiting until the information could be obtained on CD-ROM. Rick Atkinson asked about the timetable for CD's, how long before they became available and will fire departments have the technology to access a CD-ROM. Mr. Atkinson felt it might be more prudent to purchase the manuals now and obtain the CD's when they become available. There was general discussion on whether the manual should be kept at the fire station and the 911

center or just the 911 center. Rick Atkinson made a motion to allow Mr. Pack the authority to purchase the manuals utilizing HMEP and SERC funds as available. Mr. Atkinson amended his motion to include purchasing manuals for fire departments, 911 centers and the 6 primary state police detachment centers. Rudy Raynes seconded. Motion passed.

Plan Reviews - nothing new to report.

LEPC Membership Approvals -Rick Atkinson moved to accept all listed LEPC's with the except Gilmer County needs an affiliation for the Hospital category, Rudy Raynes seconded. Motion passed. Gilmer, McDowell, Randolph and Tucker LEPC membership lists are approved.

By-Laws - Several Counties submitted by-laws for first-time review; Gilmer, Marion, Randolph and Tucker. McDowell and Ohio county by-laws are revisions, those by-laws were originally approved last year. There was discussion concerning signatures and who is authorized to sign by-laws. Mr. Pack suggested the matter be tabled until Dave Wheatcraft, the new Hazmat Coordinator can review previously submitted by-laws and suggest a more cohesive structure for them. Rick Atkinson made a motion to table by-law requirements, Jim Riggs seconded. Motion passed.

Training Subcommittee - nothing new to report - Mr. Cox said the training committee is continuing to discuss training for law enforcement and requirements for the training to be certified.

New Business - JR Bias (Kanawha County EPC) questioned the SERC on the legality of his EPC to charge other LEPC's and facilities for a video the EPC produced with some funding from a HMEP Grant. Mr. Pack requested Mr. Bias to compose a letter, and our legal representation will review the request.

The next SERC Meeting is scheduled for August 30, 1999, 11:00; and the State Agency Coordinators Meeting is be scheduled for August30, 1999 at 10:00. Rick Atkinson moved to adjourn, Denny McGann seconded: Meeting adjourned at 12:25 pm.